

Data Protection Notice on events organised by Eurofound

1. Introduction

Personal data processed in relation to events organised by Eurofound, including web registration and visits to Eurofound's premises, are subject to [Regulation \(EU\) 2018/1725 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data](#) (or Regulation (EU) 2018/1725)¹.

The Communication and Promotions Manager is the staff member responsible for this processing operation on behalf of the data controller (i.e. Eurofound).

2. Why do we process your personal data?

The purpose of processing is to organise events, in particular to:

- Register individuals at events organised by Eurofound^{2,3};
- Organise, travel, transfers, hotel bookings and meals;
- Reimburse travel related expenses (of participants travelling at request of or on behalf of Eurofound);
- Take photos and videos at selected events.
- Maintain an events database (i.e. central list of internal and external events for planning purposes); and
- Organise visits to Eurofound's premises.

¹ OJ L 295 21.11.2018, p. 39-98.

² Registration is done using EU Survey. You can find more information [here](#).

³ For the processing of personal data within the organisation of Eurofound's webinars, please read [here](#).

3. What is the legal basis for processing your personal data?

The processing of personal data is necessary for the performance of tasks that Eurofound carries out in the public interest⁴. Some of your data, such as your photograph and dietary requirements, will be processed only upon your consent⁵.

4. Which personal data do we collect and process?

The following personal data are processed:

- Salutation, name, job title, employer, country;
- Contact details (email address and mobile phone number);
- Dietary (for participants to the dinners/lunches organised by Eurofound) or other requirements (e.g. any special needs such as reduced mobility);
- Personal information contained in the invoices attached to the reimbursement claim (e.g. ID/passport number; credit card details which are required to secure a booking) or in travel itineraries;
- Photos and videos;
- Comments submitted during the evaluation of our events.

Please note that a selection of photos is uploaded to Eurofound's social media platforms like Flickr⁶, Facebook⁷, Twitter⁸ & LinkedIn⁹ and YouTube¹⁰. Videos may also be produced for marketing purposes.

5. Who has access to your personal data and to whom is it disclosed?

Access to your personal data will be given to:

- Eurofound's staff members on a need-to-know basis, namely to the members of the Events and Project Teams; and
- Photographers hired to take photos;

⁴ Article 5(1) (a) of Regulation (EU) 2018/1725 and Articles 1 and 2 of [Eurofound Founding Regulation](#).

⁵ Article 5(1) (d) of Regulation (EU) 2018/1725.

⁶ You can find more information on how Flickr processes personal data [here](#).

⁷ You can find more information on how Facebook processes personal data [here](#).

⁸ You can find more information on how Twitter processes personal data [here](#).

⁹ You can find more information on how LinkedIn processes personal data [here](#).

¹⁰ You can find more information on how YouTube processes personal data [here](#).

- Travel agency; and
- Staff members of the European Commission (EU Survey) for technical support.

6. How long do we keep your personal data?

The following retention periods apply:

- The web registration form is deleted after 1 year;
- Participant and visitor lists are held for 7 years; Further processing is possible for archiving purposes.
- Photographs are kept for 4 years. Further processing of a selection of photos is possible for archiving purposes;
- Data pertaining to reimbursement is kept for 7 years;
- Events included in the Events Database (ETD) are kept for 4 years; and
- Other data submitted in relation to events and for which a particular retention period is not foreseen above are kept for 5 years.

7. How do we protect and safeguard your data?

All data in electronic format are stored on Eurofound's web server the operations of which abide by Eurofound's ICT Policies and our information systems security policy.

8. Do we transfer any of your personal data to third countries or international organisations (outside the EU/EEA)?

No.

9. Does this processing involve automated decision-making, including profiling?

No decision is taken by Eurofound in the context of this processing activity solely on the basis of an automated processing of your personal data (i.e. processing without human intervention).



10. What are your rights as a data subject and how can you exercise them?

Within the limits set by Regulation (EU) 2018/1725, you have the right to access, rectify, erase and/or port your personal data, as well as to restrict or object to the processing of your personal data.

In order to exercise your rights, please contact the Communication and Promotions Manager (events@eurofound.europa.eu) whereby you shall specify your claim (i.e. the right(s) you wish to exercise). The exercise of your rights is free of charge. If your request is manifestly unfounded or excessive, Eurofound may refuse to act on it.

You also have the right to withdraw any given consent at any time. However, this withdrawal does not affect the lawfulness of processing based on consent before its withdrawal.

11. Right to recourse

Should you feel that the processing infringes the data protection rules, you are entitled to raise a [complaint with the European Data Protection Supervisor](#).

12. Who shall I contact in case of doubts?

Should you have any question or doubt on this processing operation, you should contact the Communication and Promotions Manager at events.eurofound.europa.eu.

You may always submit queries, remarks or complaints relating to the processing of your personal data to Eurofound's Data Protection Officer (dataprotectionofficer@eurofound.europa.eu).